

PROBATION COUNSELOR

FLSA Code: E

Job Code: 7005

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs difficult professional work in the investigation, intake processing and counseling of cases in jurisdiction of the Juvenile and Domestic Relations Court; does related work as required. Work is performed under the general supervision of the Court Services Director.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Conducting pre-sentence investigations and writing petitions; coordinating community service work program; supervising clients; providing foreign language services; preparing dockets, files and records.

Conducts pre-sentence investigations of social factors and other circumstances of assigned cases and writes necessary petitions;

Confers and provides information to official or legal officials interested in cases, briefs judge and makes recommendations and presents findings on cases, testifies in court, keeps records on cases;

Provides foreign language service as required;

Prepares pre and post sentence investigation reports for the Court;

Supervises and counsels individuals placed on probation;

Interviews various parties involved in the cases including children in detention;

Provides personal counseling and refers clients to vocational, recreational, medical and other community services; Coordinates community service work programs; schedules work days and time; conducts interviews and prepares applications; prepares and maintains files and records;

Performs care management services including maintaining files, control sheets, assessments and treatment plans;

Prepares correspondence, reports, documents and statistics pertaining to cases;

Participates in official case meetings and staff development programs;

Performs related tasks as required.

REQUIREMENTS/EDUCATION/EXPERIENCE:

Graduation from an accredited college or university with major course work in sociology, psychology, criminal justice or related field and considerable experience in counseling work; thorough knowledge of the principles, objectives and techniques of counseling and social casework; thorough knowledge of the means of interviewing and investigating cases, casework methods and control practices; demonstrated experience in conducting interviews and investigations and analyzing attitudes and behavior problems objectively, interpreting Court code sections and other legislation, writing and speaking effectively, communicating ideas clearly and concisely, both orally and in writing and establishing and maintaining effective working relationships with Court personnel, juvenile and adult parties to cases. An equivalent combination of training and experience may be considered.

This is a class description and not an individualized job specification. The class description defines the general character and scope of duties, responsibilities, and requirements of all positions in one job classification, but is not all-inclusive. Duties, responsibilities and requirements may be added, deleted or changed at any time at the discretion of management.